

TAKE ONE PICTURE

THE
NATIONAL
GALLERY

How to submit your Take One Picture project

You will be able to submit your Take One Picture project on the National Gallery website from **1–31 October**. Please fill in and agree to the online form and send a PowerPoint to: takeonepicture@ng-london.org.uk via <https://wetransfer.com/>

The online form

The online form asks for the following information:

- School name
- School address
- Contact teacher name and job title
- Email address
- School phone number
- Number of staff members who took part in TOP this year*
- Number of students who took part in TOP this year. Give total and breakdown for each year group*
- Did you or a colleague attend a CPD day as part of your project?
- Has your school used *Take One Picture* to support ArtsMark?

* Please include all staff members and students who took part, even if their project is not included in the final submission

PowerPoint presentation

Make a PowerPoint presentation that includes an introduction and explanation of your project(s), along with photographs and student quotes to show the learning process and final result. **

**Throughout the submission, please minimise the inclusion of children's faces, names and any other personal details. For quotes, please keep a note of the child's first name and age, as we may ask for this if your submission is chosen for the exhibition. If your final piece includes children's data (e.g. is a photographic self-portrait or video of a performance) please ask parents/ guardians to complete our permission form.

Introduction

Give a brief overview about your school and your project(s). You may like to include details such as:

- How was the picture introduced to students?
- How did students lead their learning and what did the project involve?
- Which curriculum subjects and/or topic links were made with the picture and why?

- What did the children hope to achieve or find out from their project?
- What were the planned outcomes?
- Were there any unexpected outcomes in the development of the work?
- Who took part e.g. the classes, artist in residence, parents, community?

Project descriptions

Ask your class to write a summary of the project using the format below. Older children could write this more independently, whereas younger children may need more teacher support. If your work is chosen for the exhibition, this will be the first draft of the text label.

- Title of project
- School Name, Location
- Ages of children involved in this project (e.g. 8-9 year olds)
- 100 word (max) explanation
- Teacher name and job title
- Student quote

Student quotations

For each project please include a few quotations from the students. These could be in response to:

- Reflections/descriptions of the focus painting
- The learning process e.g. details of new skills/techniques learnt
- Achievements and challenges

Audio or video files

If you have created digital content you can reference it in your PowerPoint but you may need to send separate files. If you need to do this please email takeonepicture@ng-london.org.uk to let us know which school you are from and that you will be sending the files via <https://wetransfer.com/>

- Audio files can be submitted in any of these formats: PCM .WAV, .MP3 (320mbps preferred, 192mbps minimum), .AIFF
- Video Files can be submitted in any of these formats: 1920x1080 @25fps (min 1280x720 @25fps) Codec: H.264, DNxHD, AVCHD, MPEG2, PRORES File Extension: .MOV .MP4 .WMV .MPG .MTS

Before you submit your project please make sure that you have read and agreed to the terms and conditions of the *Take One Picture* programme.

1. **Entry in to the Programme:** By submitting an application in the Take One Picture programme (the "Programme"), you accept and agree to be bound by these Terms and Conditions which shall form a binding contract between your school and the National Gallery ('we' or 'us'). You warrant that you are authorised to enter into these terms on behalf of your school.
2. **Conditions of Entry:** You understand and accept:
 - a. if your school is selected to showcase its work at the National Gallery we shall be entitled to do so and we will contact you in respect of the 'Take one Picture' exhibition (the "Exhibition");
 - b. we cannot confirm exactly which pieces of work will be used until the Exhibition has been installed and this is at our absolute discretion. We do not guarantee that all or any of a particular child's work will be displayed;
 - c. schools are responsible for liaising with parents/legal guardians and pupils regarding the exhibition and communicating relevant information including obtaining all relevant consents from parents/legal guardians regarding the use of their personal data (including any photographs or names of children). We ask that you do not submit any personal data of children when you submit your application, and that if you do you ensure that the parents/guardians of such children have completed the attached form or provided a similar consent (see Annex 1) in advance of submitting your application. If the work is selected for the Exhibition you will be asked to provide consents in respect of each child in a format provided by the Gallery but which shall direct parents, guardians and children to this privacy notice: <https://www.nationalgallery.org.uk/privacy-policy/take-one-picture-privacy>
 - d. Please note that submissions which are not exhibited shall be deleted although your personal data shall be retained in accordance with paragraph 6 below;
 - e. schools are responsible for ensuring that all information provided to us is correct and for promptly updating us of any changes;
 - f. all work submitted must be the work of the children. You/your school must not hire external individuals or companies to design the work or provide guidance to pupils;
 - g. schools are responsible for ensuring that they have the correct permissions to use third-party materials (e.g. images, music or film) within their submission or finding an alternative piece if necessary and promise that the work submitted is original and not copied from another work. You promise you have undertaken reasonable checks to confirm this;
 - h. schools are responsible for ensuring that we have the necessary permissions to display and use photographs and pieces of work submitted for marketing, the website and sharing with external stakeholders; and
 - i. we will liaise with you in respect of the delivery and return all work.
3. **Intellectual Property:** We do not claim any rights of ownership in the application submitted or the work referred to in it (together, the "Project") and will not commercially exploit the Project. You grant us (and our sponsors) an exclusive licence (until the end of the Exhibition) and a non-exclusive royalty-free sublicensable licence thereafter to use images, excerpts or film of the Project to promote the Exhibition and the National Gallery.
4. **Compliance with Law:** We shall ensure the creator(s) of the Project as a whole and school will be properly attributed (in accordance with the Gallery's standard practice) subject to compliance with our requirements in respect of data protection consents. Both parties agree to comply with all applicable law in relation to these Terms and Conditions including, in particular, law relating to data protection, safeguarding, health and safety and freedom of information.
5. **Termination:** We reserve the right to refuse entry or disqualify an application, or revoke any award already given (e.g. certificates, display at the National Gallery premises) if:
 - a. you are in material or persistent breach any of these Terms and Conditions;
 - b. your conduct, or any aspect of the Project (including any part of the production process), is deemed by us to be contrary to the spirit or intention of the Programme or the National Gallery's aims or policies; or
 - c. the Exhibition is, for whatever reason, cancelled or delayed.
6. **Personal Data:** Please note that your personal data shall be processed in accordance with our privacy notice: <https://www.nationalgallery.org.uk/privacy-policy/privacy-schools>
7. **Status:** No partnership, agency relationship, joint venture or association is formed between you and us as a result of entry or participation in the Programme. You may use the Our name and logo for non-commercial purposes in connection with the Programme and associated events by your school only.
8. **Publicity:** You agree to participate in any publicity for the Programme reasonably required by us.
9. **Liability:** We accept no responsibility or liability for:
 - a. loss or damage to any Project that is lost, mislaid, damaged or destroyed in transit, or at any time. The Project shall not be insured by us and we give no warranties;
 - b. personal injury or death occurring as a result of displaying a Project at the National Gallery premises, except where it is caused by the negligence of us, our employees or agents;
 - c. any indirect, consequential, special loss or damage suffered by the school arising out of or in connection with these Terms and Conditions, the Project or the Exhibition;
 - d. any loss or damage suffered by you in excess of £100 unless its exclusion or limitation is not permitted by law; or
 - e. any use of the Project (at any time) by you or others which may infringe the intellectual property rights of third-parties or the rights of the creator(s) of the Project.
10. **Law and Jurisdiction:** These Terms and Conditions shall be governed by English laws and the parties shall submit to the exclusive jurisdiction of the English courts in respect of any dispute arising out of or in connection with these Terms and Conditions.